

TECHNICAL GUIDELINES AND TECHNICAL EQUIPMENT AT A GLANCE

**ITB**
*Asia***C1**

List of Contents

1. AUTHORITY OF PREMISES
2. CAR PARKING FACILITIES
3. CEILING HANGING POINT
4. CEILING HEIGHT / FIRE SAFETY CURTAIN
5. CLEANING
6. COMPANY NAME
7. COMPLAINTS BY EXHIBITOR
8. COMPRESSED AIR DELIVERY
9. COPYRIGHTS, PROTECTED TRADE MARK OR PATENTS
10. DILAPIDATION
11. ELECTRICAL SUPPLIES AND INSTALLATION
12. Exhibitors' Badges
13. EXHIBITION HALL SPECIFICATIONS
14. EXHIBITOR APPOINTED STAND CONTRACTOR
15. FOOD & BEVERAGE
16. FILM AND AV DEMONSTRATIONS / CENSORSHIP / COPYRIGHTS
 - 16.1. COPYRIGHT
 - 16.2. USE OF AUDIO MEDIA
17. FIRE PRECAUTION
18. FORCE MAJEURE
19. INDUSTRIAL GAS AND NAKED FLAME DEMONSTRATION
20. INSURANCE
21. IN-HALL OPERATIONS SCHEDULE
22. OPERATION OF STANDS / CONDUCT AND BEHAVIOUR
23. PAYMENT OF EXHIBITION SPACE
24. PHOTOGRAPHY / VIDEOTAPING OF EXHIBITS
25. PRESENTATIONS AND / OR DEMONSTRATIONS OF EXHIBITS PRODUCTS
26. PROMOTION DURING THE SHOW
27. REMOVAL OF WASTE

List of Contents

28. RESPONSIBILITIES, LIABILITIES AND INSURANCE

- 28.1. DEFAULT IN OCCUPANCY
- 28.2. RESELLING / USE OF SPACE
- 28.3. VIOLATIONS AND PENALTIES
- 28.4. LIABILITIES
- 28.5. LIMITATION OF LIABILITY / INSURANCE

29. SECURITY

30. SMOKING AND TOBACCO PROMOTION RESTRICTIO

31. STAND CONSTRUCTION

- 31.1. SHELL SCHEME BOOTH
- 31.2. SHELL SCHEME PACKAGES
- 31.3. ENHANCED SHELL SCHEMES
- 31.4. SHELL SCHEME PACKAGE ENHANCEMENTS / SPECIAL DESIGN STANDS

32. STORAGE

33. TELEPHONE HANDSETS AND NT

34. USE OF SPREADER PLATES / FLOOR LOADING

35. WATER AND DRAINAGE SUPPLY

Technical Guidelines and Technical Equipment at a Glance

The Technical Guidelines and Technical Equipment listed below are designed for the protection of all exhibitors. Exhibitors and their appointed agents / contractors must observe the rules and regulations stated in this Exhibitor Manual.

1. AUTHORITY OF PREMISES

In the event of any problems or disputes on-site, the decision of the Organiser, being lessee of the premises, will be final. The Organiser also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

2. CAR PARKING FACILITIES

MICE attendees are collect the \$6 carpark coupon (available from Monday to Friday valid 7.00am – 7.00pm) from the Marina Bay Sands' Event Services Concierge at Level 1. Payment is be made through deduction from cash card. Note that the service desk is open from 7.00am to 7.00pm only. This is valid for the duration of the show. Exhibitors will have to present their attendee badge to collect the coupon.

To exit the car park using the \$6 carpark coupon, the driver of the vehicle needs to:

- (1) Remove cash card upon gantry
- (2) Slot in the coupon when requested
- (3) Insert cash card into IU when prompted for \$6 payment
- (4) \$6 will be deducted from the cash card

3. CEILING HANGING POINT

Ceiling load capacity for the Exhibition Hall is 1000kg per metre at the ceiling grid with P.E endorsement.

4. CEILING HEIGHT

The maximum height limit for booth construction is 5metres with P.E endorsement. This is subject to Fire & Safety Bureau's (FSB) approval. The Organiser reserves the right to alter or remove any structure that does not comply with the regulations.

5. CLEANING

The Organiser will be providing general cleaning for all stands and gangways. All exhibitors are responsible for their own removal of bulky stand materials or crates/pallets during exhibition build-up and tear-down. Exhibitors are reminded not to obstruct the gangways with their exhibits during the build-up. The organisers reserve the right to invoice any exhibitor for any removal of excessive stand materials that are left behind by them. **No crates, cartons or packing materials are allowed behind exhibitor's booths along the walls of the exhibition hall.**

The Organiser will arrange for display areas to be swept before handing them over. If exhibitors do not leave their display areas clean and tidy after the event, the Organiser will arrange cleaning at the exhibitor's expense. Any adhesive strips or nails left over after carpets have been removed must be taken up, or this will be done at the exhibitor's expense.

6. COMPANY NAME

The full address of the exhibitor (and if applicable, the branch office responsible for the participation) must be clearly displayed in adequately sized letters on all stands (company name, full address, including city street, house number).

7. COMPLAINTS BY EXHIBITOR

Complaints by exhibitor must be reported or notified in writing to the Organiser or the exhibition management during the exhibition.

8. COMPRESSED AIR DELIVERY

Compressed air supply is available from the service catwalk at ceiling level through a centralized distribution system. Therefore, exhibitors requiring air for the demonstration purpose must provide full technical details to Marina Bay Sands and complete the form. Technical details should include but not limited to operating flow rates, operating pressure of the compressed air supply required at each point. At Marina Bay Sands, compressed air with the following standards is available for order with their respective rental rates.

- 4.2 cfm at STP with supply pressure at 80-100 psi (120 liter/sec at 5.5-6.8 bar)
- 10.6 cfm at STP with supply pressure at 80-100 psi (300 liter/sec at 5.5-6.8 bar)
- 21.0 cfm at STP with supply pressure at 80-100 psi (600 liter/sec at 5.5-6.8 bar)

Compressors powered by internal combustion / fuel –type engines will not be permitted in the hall for safety reasons.

Compressed air requirements can be arranged through the Technical Service Provider of Marina Bay Sands. All compressors and compressed air supply should be provided by the Technical Service Provider of Marina Bay Sands, unless for special reasons, for which prior written approval must be given by the Organiser and the Venue Owner (Marina Bay Sands). Please note the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the supplies and installation, and thus allowances must be factored in the orders by the exhibitor.

9. COPYRIGHTS, PROTECTED TRADE MARK OR PATENTS

The exhibition company expects exhibitors to observe legal copyrights, patents or protected trademarks of other exhibitors.

If the regulations of the exhibition company are not observed, it reserves the right to take action and to refuse infringement of protected copyrights, trade marks or patents. Under no circumstances may claims be made against the exhibition company.

10. DILAPIDATION

Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the Exhibition premises, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

11. ELECTRICAL SUPPLIES AND INSTALLATION

General Hall Lighting is available in-hall at a level of between 150 and 200 lux, depending on location. The standard electrical current supplies available for use on stands at the exhibition are:

- Single-phase alternating current at 230 volts, 50 Hz (+/- 6%), L-N-E three-wire system
- Three-phase with neutral alternating current at 400 volts, 50 Hz (+/- 6%), L1-L2-L3-N-E five-wire system

In accordance with local regulation, the following methods of starting must be installed to all motors prior to delivery to the Exhibition:

- | | |
|-----------------|------------------|
| • Up to 5 Hp | Direct on line |
| • 5 Hp to 25 Hp | Star Delta |
| • Above 25 Hp | Auto-transformer |

Owing to limitations in electrical supplies, exhibitors requiring three-phase electrical supplies of exhibits must provide, as soon as possible, the following information for each machine:

- Starting load (in kilowatts) for each motor
- Running load (in kilowatts) for each motor
- Kilowatts loading of heaters, etc
- Number of other machines running concurrently at any one time

For safety reasons and the protection of electrical installation at the exhibition premises, all power main installations from source to outlet (exhibition stands) must only be carried out by the appointed Technical Services Provider. All distribution boxes where required and deemed necessary by the Technical Services Provider will be hung or mounted on the walls or structures of the stand. Please inform your stand contractor the positions where such distribution boxes can be mounted. Any deviation from this regulation will only result in supplies not being switched on until the exhibitor submits in writing to the Organiser or the Technical Services Provider to discharge us from any liability whatsoever. The Organiser seeks your kind cooperation in this matter, as it is beneficial to all parties concerned.

Connection of exhibits within the stands may be carried out by the exhibitor's technician, but the Technical Services Provider must inspect them before circuits will be made live.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors.

All electrical equipment should be tested before installation and prior to turning on the electricity supply. The Organiser reserve the right to refuse connection to any exhibitors whose equipment is deemed unsafe.

No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission of the Organiser and the Venue Owner (Marina Bay Sands). If permitted, a fee may be levied.

The Technical Services Provider (in consultation of the Organiser) reserves the right to disconnect electrical supply to any installation, which in the opinion of the Electrical / Safety Officer is dangerous or will cause annoyance to visitors or to other exhibitors.

Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.

Exhibitors requiring 24-hour supply must submit in writing their requirement to the Technical Services Provider, at least four (4) weeks prior to the build-up date, and any additional cost due to wiring, consumption, inspection fees, levies, etc, must be borne by the exhibitor concerned.

Requests for any item not listed in the form can be directed to the Technical Services Provider – Pico Art International Pte Ltd.

Supplies to stands will be from 30 minutes before and 30 minutes after exhibition hours each day. Supplies to stands during the build-up and tear down period are stated in the Time-Table of In-Hall Operations

Please remember to indicate the locations of any additional electrical fittings you require on the form, so that the electrical service engineers and staff can prepare your requirements before you arrive at the exhibition site.

12. EXHIBITORS' BADGES

Exhibitors, their staff and agents will be issued with Exhibitor's badges for entry into the exhibition hall during build-up, exhibition period and tear-down. These badges **must be worn at all times** during this period. For security reasons, these badges are **strictly non-transferable**. Badges can be collected from the registration counter level 1.

13. EXHIBITION HALL SPECIFICATIONS

General Hall Lighting	: Approximately 150 to 200 lux, depending on location.
Floor Loading	: 12 kn per sqm
Floor Finish	: Concrete
Freight Access	: Through the loading bay in Hall C
Freight Lift	: 3.2mW x 6.1mD x 4mHt.
Capacity	: 7,000 kg or 7 tonnes
Freight Entrance	: 0.5mW x 4.5mHt
Ventilation	: Central air-conditioning system

14. EXHIBITOR APPOINTED STAND CONTRACTOR

The Organiser recognises that each exhibitor selects the stand contractor that they believe will best serve their needs before, during, and after the exhibition. If an exhibitor chooses to engage such a stand contractor other than the Official Stand Builder, we are happy to have them on the exhibition floor.

However, along with the growing number of stand contractors on the exhibition floor, there have been have come numerous added expenses such as related costs resulting from an increase in liability claims, hall damage, excess cleaning charge, and contracting, insurance tracking, security, etc.

Rather than passing on these added costs to all exhibitors, including those who do not use such stand contractors, we have implemented a formal approval and performance bond system.

Exhibitors (or their nominated stand contractors) are required to submit for approval, stand layout plans, elevation and artist's impressions, in duplicate, to the Official Stand Builder (PICO) by **19 Sep 2014**, together with their nominated contractor's details (company name, address and contact person's name). This is to prevent costly alterations being required on-site by the FSB, Venue Owner (Marina Bay Sands) and / or The Organiser. All drawings not smaller than 1:200 must have clear dimensions and scale drawings. Faxed copies are acceptable, but original drawings must be submitted for final approval.

Late submission may mean that approval may not be granted in time for construction to commence on-site. Although such an approval may have been given already, The Organiser reserves the right to request the exhibitor to modify certain portions of their stand to meet hall, government or the Exhibition's prevailing conditions and circumstances.

Before the nominated stand contractor is permitted to start work in-hall, either he or his employing exhibitor / group is required to pay a refundable Performance Bond of S\$50.00 per sqm (minimum levy of S\$500.00 and maximum of S\$5,000.00) to PICO ART INTERNATIONAL PTE LTD and sign 'Letter of Undertaking' to guarantee conduct and behavior, proper schedule of works, and observance of the exhibition and hall regulations. Pico Art International Pte Ltd reserves the right to increase this maximum limit for any exhibitor and their contractor who had previously performed or behaved unsatisfactorily, without having to assign any reason.

Only when the performance bond is received and the 'Letter of Undertaking' signed, will the contractor be allowed to bring stores into the hall and commence work.

All performance bonds must be lodged in cheques or cashier's orders. Please note that any bank charges, levies or exchange rate differences *will* be deducted accordingly from the performance bond money. No banker's guarantees (BG), credit card payments, or other forms than those stated are acceptable for this purpose.

Contractors, especially foreign-based ones who do not engage a local sub-contractor for the installing and dismantling works, should make prior arrangements with the Official Cleaning Contractor for the cleaning and disposal of waste materials daily during the build-up and break down periods. The standard working areas used and occupied by the contractors should be kept tidy at all times.

The Performance Bond will be returned to the Contractor / Exhibitor in full, within 60 days of the completion of the Exhibition provided that

The stand is to be completed by **2200 hours** on **28 Oct 2014**. The unused materials and debris are disposed of and discarded; and no damage is caused or any claim is made during the build-up, break down and exhibition days.

All foreign employees and staff must be in possession of valid work permits issued by the Ministry of Labour and the Immigration Department of the Government of Singapore. We expect Government Officials to visit during build-up and to check on work permits. Please note that the issuance of Exhibitor and Contractor badges by The Organiser does not imply in anyway that permission is granted for any person to work on-site without the necessary work permits.

15. FOOD & BEVERAGE

All food and beverage to be purchased through Marina Bay Sands. Please reference our order form or contact Marina Bay Sands Catering Department via email (booth.catering@marinabaysands.com) or tel (+65 6688-8570).

16. FILM AND AV DEMONSTRATIONS / CENSORSHIP / COPYRIGHTS

Media Development Authority (MDA) is the governing body regulating the importation of foreign publications, films, videos and broadcasting materials. Publications or materials that are banned by MDA are not permitted at the exhibition. Any exhibitor caught displaying any banned material will be charged in court. Please note that the authority conducts routine checks during the show. You can get in touch with MDA directly if you need more information.

Main Office

Media Development Authority of Singapore (MDA)

140 Hill Street
#04-01 MICA Building
Singapore 179369
Tel: (65) 6837 9973 Fax: (65) 6336 8023

Licensing Services

Office for Arts Exhibitions & Performances, Audio Materials, Films, Publications, Videos and Video Games

45 Maxwell Road
URA Centre, East Wing
#07-11/12
Singapore 069118
Tel: (65) 1800 478 5478 Fax: (65) 6221 0292

16.1. COPYRIGHT

The Business Software Alliance (BSA) is the foremost organization dedicated to promoting a safe and legal digital world. Established in 1988, BSA educates consumers on software management and copyright protection, cyber security, trade, e-commerce and other internet-related issues. Exhibitors are reminded not to use or sell any illegal software / CD-Roms at the exhibition. Please be warned that BSA will conduct routine checks during the show. Anyone caught using or selling any illegal software / CD-Roms will face a fine and/or imprisonment. If you require further clarification, you may contact:

BSA Asia
300 Beach Road
#25-08
The Concourse
Singapore 199555
Tel: (65) 6292 2072
Fax: (65) 6292 6369

16.2. USE OF AUDIO MEDIA

It is the responsibility of the exhibitor who wishes to play audio material at their stand to secure the necessary copyright music permit from the "Composers & Authority Society of Singapore Ltd" (COMPASS). The Organiser bears no responsibility for any legal actions, fines, litigation etc incurred by any exhibitor who has not obtained the said permit.

Composers & Authority Society of Singapore Ltd (COMPASS)

37 Craig Road
Singapore 089675
Tel: (65) 6323 6630 Fax: (65) 6323 6639

Sound levels must be set at a level that will not interfere with or annoy other exhibitors. The Organiser reserves the right to reduce the sound level and/or switch off any audio / visual displays that causes complaints. The Organiser's decision is final if such a dispute arises.

17. FIRE PRECAUTION

Any person seeing an outbreak of fire, however slight, must use the alarm system and subsequently endeavor to extinguish the outbreak or confine it by the use of extinguishers and / or remove all items in that vicinity.

Exhibitors, who, because of the nature of their exhibits require a special type of fire extinguisher, must make arrangements, at their own expense, for the provision of such equipment. The Organiser will assist and advise if required.

No packing materials, stock or brochures of any kind is to be stored behind the walls of perimeter stands or any other designated services areas, unless the Organiser and Venue Owner (Marina Bay Sands) have given prior written approval. Failure to adhere accordingly will result in discarding of such items without prior approval from the exhibitor concerned and all expenses incurred in the course of this action will be borne by the exhibitor.

NO SMOKING IS PERMITTED IN THE EXHIBITION HALLS.

18. FORCE MAJEURE

The Exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organiser. In such an event, the Organiser shall not be responsible for any loss sustained by the Exhibitor directly or indirectly attributable to the elements of nature, force majeure or orders and directives by any governmental authority and fees paid by the exhibitor, in full or any part thereof, are refundable at the sole discretion of the Organiser.

19. INDUSTRIAL GAS AND NAKED FLAME DEMONSTRATION

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted in the Exhibition Hall unless a detailed application has been made to the Fire Safety Bureau (FSB) through the Organiser and Venue Owner (Marina Bay Sands). If approved, the Fire Safety Bureau (FSB) conditions must be met in full. If application has not been made, the Fire Safety Bureau (FSB) and Venue Owner (Marina Bay Sands) WILL NOT allow gas cylinders and naked flame demonstrations.

20. INSURANCE

Please be advised that the exhibitor is responsible for any injury sustained by any person/s while working or visiting the booth during this period. All exhibitors are advised to take up insurance coverage against theft or loss of goods and third party injury.

21. IN-HALL OPERATIONS SCHEDULE

BUILD-UP PERIOD	DATE	TIME (hrs)
Moving-in of Official Stand Builder / Technical Services Provider	27 Oct 14	0800
Moving-in of Special Design / Interior Decoration Contractors	27 Oct 14	0800
Exhibitor Registration	28 Oct 14	0800
Moving-in for Shell Scheme Exhibitors	28 Oct 14	1000
All booths to be ready by	28 Oct 14	2200

EXHIBITION PERIOD	DATE	TIME (hrs)
Opening Ceremony, TBA	29 Oct 14	0900
Exhibition Hours	29 Oct 14 30 Oct 14 31 Oct 14	1000 - 1800

TEAR-DOWN PERIOD	DATE	TIME (hrs)
Removal of light/hand-carry exhibits and personal property	31 Oct 14	1800 to 1900
Electrical supply cut off	31 Oct 14	1900
Removal of heavy exhibits and tear down of booth	31 Oct 14	1900 onwards
Completion of tear down	1 Nov 14	0400

**The above timing is accurate at time of print and is subjected to changes.*

Note:

- No late work, except for tear-down, is permitted. Independent stand fitting contractors must complete their work according to scheduled list. Overtime work, except for tear-down, may not be permitted, and if permission is sought from the Organiser, the contractor has to pay the hall owner the required overtime charges.
- All exhibits must be in place by **2200 hours, 28 Oct 2014**. Please have all crates and cartons unpacked rapidly so they may be removed to storage to keep the aisles clear.
- Exhibitors will be allowed in the exhibit hall 30mins before it opens and may also leave 30mins after closing.
- Exhibitors may begin to pack materials, supplies and literature when the exhibit closes on 31 Oct 2014 at 1800 hours. It is strictly forbidden to begin dismantling before this time.
- All display material must be cleared from the exhibition halls by 0400 hours, 1 Nov 2014.** Should an exhibitor fail to remove their exhibits, the Organiser reserves the right to remove the items at the exhibitor's expense.
- Exhibitors (regardless of Shell Scheme or Bare Space), who have hired any stand contractors other than the Official Stand Builder are to ensure that construction/dismantling passes are ordered from the Organiser by indicating the quantity required on. Request for passes are to be sent to Organiser at least 10 - 14 working days prior to moving-in. A mandatory Performance Bond made payable to '**PICO ART INTERNATIONAL PTE LTD**' of S\$50/- per sqm (min S\$500/-, max S\$5,000/-) must be issued separately from other payments and sent to the Official Stand Builder (see Contact List for details) at least 10 - 14 working days prior to moving-in.
- Exhibitors with raw spaces are to submit their stand designs to PICO (Attention: Mr. Jun Teo, email: yorkjun.teo@sq.pico.com) by 19 Sep 2014.**

22. OPERATION OF STANDS / CONDUCT AND BEHAVIOUR

All Exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitor and the exhibiting staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall. This includes the distribution of leaflets, brochures, journals, etc. Exhibitors may not use the Exhibition for recruiting staff, other than to promotion of their products and/or services.

Direct sale like food, drinks, typical souvenir at ITB Asia is not permitted – special permission required.

Events at the stand must be registered using the appropriate form in the Exhibitor Service Manual. According to the size of the event, the exhibitor is charged extra costs for additional security personnel (compulsory) and additional services, e.g. barriers, personnel for providing sanitary fittings, checkroom, sanitary services, etc. The technical department will coordinate with you on the details. Events can take place at the stand from 1000hrs to 1800hrs.

Advertising of all kinds is only permitted within the exhibitor's official stand area.

No information material of a political nature may be distributed in the form of posters, information material etc. Moreover, no political statement may be included in the design and decoration of the stands.

It is forbidden to stick posters and other stickers on the wall and the floor outside the hired stand.

Within one hour of closing each day exhibitors and accompanying persons must have left the halls and the exhibition grounds must be vacated by vehicles. Persons who wish to leave the exhibition grounds with parcels must prove the origin of same at the exit controls.

No animals are admitted to the exhibition grounds.

In case of misconduct Messe Berlin (Singapore) reserves the right to exclude any exhibitor from future participation in ITB Asia.

23. PAYMENT OF EXHIBITION SPACE

No exhibitor may begin stand construction or move their exhibits into the Hall or surrounding area until the Organiser has received full payment.

24. PHOTOGRAPHY / VIDEOTAPING OF EXHIBITS

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that other exhibitors have the right to request that photographs are not being taken without prior permission.

Audio/tape recordings within the exhibit hall or meeting rooms are prohibited. The appointed photographer by the Organiser and the press are exempted from this rule.

Videotaping of your product cannot be conducted at any time without the prior written permission from the Organiser. Requests for videotaping must be submitted to the Organiser, in writing, no later than 30 days prior to the show. A security guard will be required during videotaping.

25. PRESENTATIONS AND / OR DEMONSTRATIONS OF EXHIBITS PRODUCTS

Exhibitors intending to present and / or demonstrate equipment, exhibit or product at their stands must comply with the following regulations:

Securely install all working machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the aisle or otherwise prove hazardous to all persons.

Ensure that toxic fumes, exhaust or other irritants caused by the exhibits / products are not released into the Exhibition Hall. Prior approval from the relevant controlling authority in addition to that of the Organiser must be obtained for such purpose.

Ensure that gas cylinders, naked flames and welding demonstrations are not exposed in the Exhibition Hall and stands. Prior Fire Safety Bureau (FSB) approval must be obtained and their conditions for such purpose fully met and satisfied before any demonstration is carried out.

Ensure that adequate protection of display like roofing, awning, ceiling or lighting pelmet must be highlighted in the respective stand plan and submitted to the Organiser for the Fire Safety Bureau (FSB) approval. Without this FSB approval, no such product or display will be permitted in this Exhibition.

Ensure that all the relevant local government authority license(s) and / or permit(s) are obtained and its stipulated regulations and conditions observed and abided with for the demonstration and / or use of electronics, between / among Exhibitors. The Organiser reserves the right to rule on the right to exhibit.

26. PROMOTION DURING THE SHOW

Exhibitors are not permitted to place stickers; signs or posters anywhere in the hall other than within their own stand. Likewise, exhibitors' representatives are not allowed to distribute brochures, pamphlets etc along the gangways, near entrances / exits and escalators. The Organiser and Venue Owner (Marina Bay Sands) have the right to remove anyone flouting this order.

Any promotional activity involving the demonstration of games, Organiser competitions or quizzes require permit from:

Gambling Suppression Branch / CID

Police Cantonment Complex

Singapore 088762

Tel: (65) 6435 8215 / 8220

Fax: (65) 6220 7142

27. REMOVAL OF WASTE

During the build-up and break down days of the Exhibition the aisles of the Hall must not be obstructed with packing and construction materials or debris. "Bare Space" independent stand contractors or stand interior decorators are responsible for removing their own building waste and off-cuts from the site at the end of each day. Painting and sawing can only be carried out at certain designated areas outside the Exhibition Hall.

At the end of the exhibition, contractors must remove from the site all the materials, especially the double-sided carpet tape used from their clients' stands, by the respective timings stated in the "In-Hall Operations Time-Table". Should the contractors fail to do so, the monies of their Performance Bond will be used to pay for such removal by the Official Cleaning Agency.

The Organiser reserves the right to charge any exhibitor concerned who has no Performance Bond placed with the Official Stand Builder for removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) on the show floor. Exhibitors are advised to remind the stand contractor hired (other than the Official Stand Builder) to remove all material before leaving the hall. Removal of crates and/or cartons remains the responsibility of the exhibitor.

28. RESPONSIBILITIES, LIABILITIES AND INSURANCE**28.1. DEFAULT IN OCCUPANCY**

Any exhibitor failing to occupy contracted space is not relieved of the occupation or payment of the full rental of such space. All display systems and equipment / products must be installed and complete by **2200hrs, 28 Oct 2014**. Unoccupied space may be repossessed by the Organiser for any purpose as it may see fit. Failure to notify the Organiser of cancellation in advance will cause exhibitor to lose priority for exhibit space.

28.2. RESELLING / USE OF SPACE

The exhibitor may not assign, sublet or resell; in whole or in part, their contracted space without prior permission from the Organiser. The contracted exhibitor may share this space with affiliated co-exhibitors, providing that the primary identification on the structure is that of the primary exhibitor. All co-exhibitors must comply with all exhibitor conditions and rules and regulations. The contracting exhibitor will be primarily liable for all financial and performance covenants to all parties involved.

28.3. VIOLATIONS AND PENALTIES

The Organiser may, at its discretion, reduce priority points for violation of these rules and regulations. In addition, substantial violations of any of these rules and regulations by the exhibitor shall forfeit to the Organiser all monies paid. It is to the exhibitor's advantage to contact the relevant parties prior to arriving on show site with any questions.

Upon evidence of any substantial violation, the Organiser may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages, which the Organiser may thereby incur.

THE ORGANISER RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE SHOW AND IN FAIRNESS TO ALL EXHIBITORS.

28.4. LIABILITIES

The exhibitor assumes the full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's stand structure. The exhibitor may not apply paint, lacquer, adhesives or other coating to columns, walls or floors of the venue or material provided by the Official Stand Builder on rental basis.

In the event any part of the exhibit hall or material is destroyed or damaged the Organiser reserves the right to cease permitting any exhibitor to occupy assigned space during any part or the whole exhibition period, or in the event occupation of assigned space during any part or the whole exhibition period is prevented by strike, acts of nature, national emergency or other cause beyond the control of the Organiser, the exhibitor hereby waives any claim against the Organiser beyond a refund of rent paid for the period it was prevented from using the space, less proportionate share of the exposition expenses incurred by the Organiser.

28.5. LIMITATION OF LIABILITY / INSURANCE

The Organiser would like to remind the exhibitor of the limits of liability as agreed to on the original signed contract for exhibit space.

29. SECURITY

General hall security will be provided by the Organiser during the build-up, show days & tear-down. However, due to the nature of the show and the large crowd; the Organiser is not able to provide protection against theft. It is the responsibility of the exhibitors to ensure that their valuables, i.e.; monies, handbags, wallets should be kept in lockable cupboards (out of sight and reach) and should be removed from the hall daily. The exhibitor is fully responsible for any items lost or stolen at their own booth and to make a police report to file for any necessary claims.

30. SMOKING AND TOBACCO PROMOTION RESTRICTION

Please note the following rulings from the Singapore Ministry of Health concerning smoking and tobacco promotion:

The Smoking (Prohibition in Certain Places) Notification 1989

Smoking is not permitted in the Exhibition Hall, restaurants, and lounges nor in any and all enclosed air-conditioned areas or public places with a queue of more than two (2) persons.

The Smoking (Prohibition on Advertisements) Amendment Act 1989

- Sales promotion of tobacco products such as those listed below are not permitted:
- Displaying of banners, distribution of leaflets, or encouragement of talks by sales persons.
- Providing of free gifts of tobacco products in hampers or in packed form with other goods.
- Giving away of free gifts of tobacco products as prizes in lucky draws, lotteries, etc.
- Offering of free samples of cigarettes to customers.
- Donating of free gifts with cigarette brand names, e.g. diaries, calendars, cigarette lighters, pens, pencils or any other items.

For any inquiries, please contact:

SMOKING CONTROL SECTION

Pharmaceutical Department
Ministry of Health
Jalan Bukit Merah
Singapore 169547
Tel : (65) 6325 5621 / (65) 6325 5613
Fax : (65) 6325 5627

31. STAND CONSTRUCTION

Exhibitors are advised to inform their nominated stand contractors of these regulations and to ensure their strict compliance:

All parts of this section are inter-related and are to be compiled with collectively, where applicable.

All dimensions and positions of stands and utilities services are estimates and must be verified and confirmed only on-site, and adjustments to the stand construction must be made to accommodate any such variation.

Exhibitors and their contractors must take note and adhere to the timings for the building-up and break down periods stated in the In-Hall Operations Schedule when preparing and constructing their stands and exhibit displays. Extension of these timings may not be possible. If extensions are granted the charges involved would be very costly, and must be borne by the exhibitor or their contractor concerned.

31.1. SHELL SCHEME BOOTH

The Organiser has appointed PICO ART INTERNATIONAL PTE LTD (PICO) as the Official Stand Builder for all Shell Scheme Package stands. An exhibitor may employ a contractor of his choice to construct stand interiors and any free-standing displays or fitments that may be required, subject to the following rules and regulations:-

- All exhibitors with shell scheme packages are to submit the Fascia Board Form; indicating the desired company name to be displayed on the fascia board.
- Exhibitors are responsible for the cost of restoring any damages or dilapidation to the stand structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents or by any person employed or engaged on their behalf.
- The fascia is approximately 350mm broad, including the aluminum frame. Exhibitors may add their company logo not wider than 210 mm (size of the in-fill panel), and not more than 1 mm thick by arrangement with the Official Stand Builder.
- Any changes in the type or colour of the floor covering provided, must be negotiated with the

Official Stand Builder. All costs incurred must be borne by the exhibitor.

- No additional fittings or displays, including additional name boards, covers, logos, balloons, etc., are to be attached, nailed, screwed or drilled to the stand structure provided by the Official Stand Builder. If this instruction is ignored, the Official Stand Builder (PICO) reserves the right to charge the exhibitor or contractor concerned for any damages to their materials. The Official Stand Builder (PICO) may provide assistance in hanging or displaying exhibits on the stand structure whenever possible. Please consult them if you require their assistance. Any costs incurred will be borne by the exhibitor.
- No painting, wallpapering or pasting on panels is allowed. Exhibitors who wish to have such works done on the panels must inform the Official Stand Builder, who will provide a quotation and carry out the work. **Any double-sided or adhesive tapes belonging to the Exhibitor or contractor must be removed from the panels after the exhibition before leaving the premises.**
- No financial credit or item-exchange will be given by the Organiser nor the Official Stand Builder (PICO) for any Shell Scheme package items not utilised.

31.2. SHELL SCHEME PACKAGES

Shell scheme stands will be built from pifex system. The following items will be provided in the package (based on a 9sqm stand):-

- Rear and Dividing Walls:
2.44metres high walls, with 0.95metres wide panels painted white, set in aluminum.
- Fascia:
The fascia is approximately 350 mm board with in-fill panel of 210 mm, runs the length of the open aisle faces, and has white, upper case lettering on coloured background.
- Floor Covering:
Flooring covering will be new needle punch carpet, laid directly on the floor.

Furniture & Electrical Items:

BASIC SHELL SCHEME PACKAGE			
	9 SQM	18 SQM	27 SQM
Furniture			
Lockable Information Counter (1mH)	1	2	3
Waste Paper Basket	1	2	3
Black Leather Arm Chair (CC05)	2	4	6
Round Discussion Table (MT07A)	1	2	3
Barstool (FES1301)	1	2	3
Electrical			
100W Spotlight	3	6	9
13AMP/220V Power Point	1	2	3
Universal Adaptor**	1	2	3

* All booths will include a 350mmH white fascia board c/w Company's name and booth no. in vinyl sticker cut out.

** Exhibitors may collect and return the Universal Adaptor(s) to PICO's inside office.

SHELL SCHEME PACKAGES (con't)**Furniture & Electrical Items:**

PREMIUM SHELL SCHEME PACKAGE			
	9 SQM	18 SQM	27 SQM
Furniture			
Lockable Information Counter (1mH)	1	2	3
Waste Paper Basket	1	2	3
Black Leather Arm Chair (CC05)	3	6	9
Round Discussion Table (MT07A)	1	2	3
Barstool (FES0300)	1	2	3
Brochure Rack (AS03)	1	2	3
System Shelf (PS08)	1	2	3
Grey Needle Punch Carpet, V0906 Grijsforce	9	18	27
Digital Print on Front Counter (exhibitor's logo or graphic)	1	2	3
Electrical			
100W Spotlight	3	6	9
13AMP/220V Power Point	1	2	3
Universal Adaptor**	1	2	3

* All booths will include a 350mmH white fascia board c/w Company's name and booth no. in vinyl sticker cut out.

** Exhibitors may collect and return the Universal Adaptor(s) to PICO's onsite office.

31.3. ENHANCED SHELL SCHEMES

Enhance Shell Scheme stands will be built from pifex system. The following items will be provided in the package:-

Furniture & Electrical Items:

27SQM PENINSULA BASIC PACKAGE SCHEME		
	27 SQM	54 SQM
Furniture		
Curve Information Desk (1mH)	1	2
Lockable Cabinet (0.76mHt)	1	2
Waste Paper Basket	1	2
White Folding Chair	8	16
Round Discussion Table	2	4
Barstool (BS11)	1	2
Electrical		
100W Spotlight	6	12
13AMP/220V Power Point	3	6
Universal Adaptor**	3	6

* All booths will include one company logo printing on tower, please provide the file with a minimum of 300DPI or AI format for printing purposes.

** Exhibitors may collect and return the Universal Adaptor(s) to PICO's onsite office.

ENHANCED SHELL SCHEMES (con't)**Furniture & Electrical Items:**

27SQM PENINSULA PREMIUM PACKAGE SCHEME		
	27 SQM	54 SQM
Furniture		
Curve Information Desk (1mH)	1	2
Lockable Cabinet (0.76mHt)	2	4
Waste Paper Basket	1	2
White Folding Chair	8	16
Round Discussion Table	2	4
Barstool (BS11)	1	2
Display Plinth (0.76mHt)	2	4
Electrical		
100W Spotlight	6	12
13AMP/220V Power Point	3	6
Universal Adaptor**	3	6

* All booths will include one company logo printing on tower, please provide the file with a minimum of 300DPI or AI format for printing purposes.

** Exhibitors may collect and return the Universal Adaptor(s) to PICO's onsite office.

36SQM ISLAND BASIC PACKAGE SCHEME		
	36 SQM	72 SQM
Furniture		
Curve Information Desk (1mH)	1	2
Lockable Cabinet (0.76mHt)	1	2
Waste Paper Basket	1	2
White Folding Chair	8	16
Round Discussion Table	2	4
Barstool (BS11)	1	2
Electrical		
100W Spotlight	4	8
13AMP/220V Power Point	4	8
Universal Adaptor**	4	8

* All booths will include one company logo printing on tower, please provide the file with a minimum of 300DPI or AI format for printing purposes.

** Exhibitors may collect and return the Universal Adaptor(s) to PICO's onsite office.

ENHANCED SHELL SCHEMES (con't)**Furniture & Electrical Items:**

36SQM ISLAND PREMIUM PACKAGE SCHEME		
	36 SQM	72 SQM
Furniture		
Curve Information Desk (1mH)	1	2
Lockable Cabinet (0.76mHt)	1	2
Waste Paper Basket	1	2
White Folding Chair	8	16
Round Discussion Table	2	4
Barstool (BS11)	1	2
Display Plinth (0.76mHt)	2	4
Electrical		
100W Spotlight	4	8
13AMP/220V Power Point	4	8
Universal Adaptor**	4	8

*** All booths will include one company logo printing on tower, please provide the file with a minimum of 300DPI or AI format for printing purposes**

**** Exhibitors may collect and return the Universal Adaptor(s) to PICO's onsite office.**

31.4. SHELL SCHEME PACKAGE ENHANCEMENTS / SPECIAL DESIGN STANDS

Airspace charges (please refer to the order form for Airspace Charges available within the Exhibitor Login System > Exhibitor Service Manual for the relevant costing) **are applicable for the area used (airspace), and hanging of banners, truss and other items above the contracted booth space.**

In addition to the rules and regulations, the following rules also apply to contractors doing additional work or interior design to Shell Scheme Stands.

Exhibitors may use either the Official Stand Builder (PICO) or appoint another contractor of their choice, subject to the approval of the Organiser and the Venue Owner (Marina Bay Sands). This contractor will have to comply with the following rules and regulations:-

- All materials used for stand construction and / or interior decoration work shall have a minimum flame spread rating at Class 2 (Surface at Low Flame Spread) when these are tested in accordance with B S 476 part 7:1921. Evidence and proof may be required for on-site inspection by the Fire Safety Bureau (FSB).
- All work in the Exhibition Hall should be confined to installation and minor alteration work only.
- Fabrication work like welding, cutting, sawing, laminating, painting, spraying, etc should not be carried out inside the Exhibition Hall. Severe restrictions and penalties will be imposed on anyone who infringes on this regulation. This is a safety and health measure.
- The *Primary Contracted Exhibitor* must have the prominent identification in the entire contracted stand space. *Co-Exhibitors* may have their names in the stand provided they are smaller (in font size) than the primary / contracted exhibitor.
- Cross aisle carpet with company logos / identification will be allowed to join in-line exhibits (positioned across the aisle from one another), upon written approval from the Organiser. Requests must be made in writing at least 20 days prior to the show opening.
- Aisle carpet may not be laid until permission has been granted by the Organiser; it must also be pulled up immediately upon the close of the show. Please note that cross aisle headers are not allowed.
- For those exhibits not set-up by the deadline, and do not have a prior variance, the Organiser reserves the right to "force" set-up or to remove displays / material from the show floor at exhibitor's expense. Exhibitors who do not meet the set-up deadline may forfeit the use of their stand space in subsequent shows.

- No fitting or display may be attached, nailed, screwed or drilled on to the flooring. If this instruction is ignored, the exhibitor / contractor concerned will be charged for any damages caused.
- Contractors MUST bring their own generators, which must be placed outside the hall, if they need electrical power during the build-up or break down days of the exhibition. No generator and / or oil drums are to be placed on any surface without a metal drip tray with raised lip to prevent oil leaks and spillage. Only small electrical compressors for carpentry work may be permitted in-hall when electrical supplies are available.
- The COMPANY NAME of the exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers and charge the cost incurred to the Exhibitor concerned.
- No suspensions are to be made from the trusses of the hall, nor may any fixings be made to the floor, columns, walls or any other part of the Hall without the prior permission of the Organiser and the Venue Owner (Marina Bay Sands) and, if permitted, a fee will be levied.
- Ceilings or lighting pelmets may be approved, provided that the materials used will allow water to flow freely (eg. egg box or mesh netting). Approval by Venue Owner (Marina Bay Sands) and Fire Safety Bureau (FSB) must be obtained in writing, even if a portion of a stand is to be covered for a video presentation or any other purpose. Please note that Venue Owner (Marina Bay Sands) and FSB approvals may not come until one (1) week before the Exhibition.
- A suitable floor covering, such as carpet or matting must be provided for all stands. In some locations the exhibitor may be required to construct a platform at his own cost.
- Each exhibitor MUST provide their own backwall, except in the case of an island stand. Usage of the immediate neighbour's wall is strictly prohibited regardless the finishing. The Organiser reserves the right to request an exhibitor to change, modify, lower or shorten any backwall, if such, in the opinion of the Organiser, may obstruct the reasonable view or exposure of other exhibitors' stands.
- Neon lights / signs may be permitted with written approval from the Organiser but flashing lights / signs will not be permitted, unless it forms an integral part of an exhibitor's product. Sequence-lit displays may be used, subject to the Organiser's approval and the rate of light change. All neon lights / signs must be fitted with a safety "fireman" switch.
- Where the stand walls which are adjacent to lower stand walls exceed 2.44mH, the visible rear surfaces must be covered and finished in plain white only by the exhibitor building the higher wall, and with the adjacent exhibitor having the right to use that portion if required.
- The exhibitor cannot display his name boards or signs over another adjacent exhibitor's backwall and / or sidewall, other than his own sides. Any structures to be used for logos and graphics like towers and signboards should be set in by at least half a metre (0.5m) from the common walls.
- No aircon unit or system is permitted in the stands without written special permission by the Organiser and Venue Owner (Marina Bay Sands). Restriction on the type, quantity and operation will be imposed as part of the permission granted.
- No parts of any structure or exhibit or promotional display (other than those permitted by the Organiser) may extend beyond the boundaries of the site allocated. This includes symbols, logos, lighting, floral decorations and furnishings.
- Exhibitors and their contractors must inform or consult the Technical Services Provider whenever works is carried out near any electrical installations such as distribution boxes, fuse switches, isolators and / or power points. The Technical Service Provider has the right to switch the supplies off for safety reasons as well as to prevent any damage to the Exhibitor's equipment. However, it is the responsibility of the Exhibitor and their contractor to ensure that Technical Services Provider is informed, to check the integrity of all circuits, distribution boxes and / or connections before supply is switched on again. Failing notification The Organiser and the Technical Services Provider shall assume no responsibility for any damage caused.
- Exhibitors are reminded that it is the responsibility of their appointed stand contractor to clean and vacuum the stand upon completion of construction before handing over to the Exhibitor. Thereafter, the Official Cleaning Contractor will clean the carpet, unless excessive materials still remain.

- Exhibitors and their nominated stand contractor must adhere to the timings stated in the In-Hall Operations Time-Table and are responsible for the daily removal during the build-up of their excess materials including wastes, paints, debris, and off-cuts. At the end of the exhibition, all their materials including all adhesive tapes and paddings used in the laying of floor coverings must be removed and appropriately disposed of.

32. STORAGE

The Organiser is unable to provide storage facilities in the hall for any packing cases, surplus materials or other property of the exhibitor. Arrangements for its safe keeping must be made with the Official Freight Forwarder. Please be reminded that it is against the FSB rule to store any exhibits or packing materials along the wall behind perimeter booths.

33. TELEPHONE AND INTERNET SERVICES

Marina Bay Sands and/or its appointed service providers are the exclusive service provider for telephone and internet service of the exhibition. Ordering of telephone and internet services can be made using the service order forms attached under applicable terms and conditions. The Services are provided to the exhibitor solely for exhibitor's own business use in the exhibition/event and use of such services shall conform to applicable local law and legislations. Exhibitors must not resell or transfer the Services or the Equipment (which Marina Bay Sands leased or rented to the exhibitor) to third parties without Marina Bay Sands written consent, whether or not for profit or otherwise.

Wireless internet service for group use is available in Marina Bay Sands and exhibitors require such services shall contact the Service Provider at Marina Bay Sands for arrangement. Exhibitors are not allowed to broadcast wireless internet service (WiFi) with connection to the internet services subscribed in the exhibition without consent from Marina Bay Sands. Should such wireless internet setup cause any interference or malfunction of any radio system or WiFi system of Marina Bay Sands, Marina Bay Sands may immediately suspend or terminate the exhibitor Services at its absolute discretion.

Equipment rented through the telecommunications provider is to be collected and returned to the designated service counter at the end of the show. A charge will be levied for all lost / damage equipment.

34. USE OF SPREADER PLATES / FLOOR LOADING

Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading of 12kn. per square metre (1,750kg) per square metre or 350lb. per square feet and / or for any demonstrating exhibit product that causes severe vibrations or reverberation.

In this event, floor loading is subsequently reduced by at least 30% or more ie 12.25 kn. per square metre (1,225 kg per square metre or 245 lb. per square feet). The Exhibition Hall Safety Engineer has the final authority on this matter. Spreader plates must be arranged in advance with the Official Freight Forwarder.

35. WATER AND DRAINAGE SUPPLY

Water and drainage is available at certain locations of the hall, thus advance notice must be given to the Technical Service Provide by completing the appropriate form. The supply comes at ambient temperature and normal household pressure, and at flow rates, which may vary at different locations. At Marina Bay Sands, the water supply will be terminated at the exhibition booth with the following standard:

10-12 litre/min at 1.0 to 1.2 bar with a 12mm shut-off valve

Should water be required to fill up or charge up any storage tank or any container for exhibits, water consumption fee will be applied per cubic meter or part thereof. Special arrangements must be made with the Technical Service Provider of Marina Bay Sands well in advance, should an exhibitor require very specific water supply.

At Marina Bay Sands, the waste water discharged from a water supply point is made via a waste water collection tank and discharge through a sump pump system attached to the tank. The overall size of the waste water tank and sump pump unit is approximately 85cmL x 42cmD x 46cmH.